

## RECORDS INVENTORY WORK SHEET

|      |  |                     |                      |
|------|--|---------------------|----------------------|
| STAT | PREPARED BY  | EXTENSION           | DATE                 |
| STAT |  |                     | 27 November 1981     |
| STAT | OFFICE, DIVISION, BRANCH, SECTION  | CUSTODIAN           | LOCATION OF FILES    |
|      | DA/OIS/CRD   |                     | 322 Ames Building    |
|      | TITLE OF FILES   |                     |                      |
|      | Contingency Plan Re GAO Proposal   |                     |                      |
|      | DESCRIPTION  |                     |                      |
|      | <p>Copies of documents in answer to specific GAO questions concerning the Agency's implementation of the systematic review requirements of E.O. 12065 and its predecessor, E.O. 11652. Also included are copies of guidelines governing the systematic review program.</p> |                     |                      |
|      | FILING ARRANGEMENT   |                     | INCLUSIVE DATES      |
|      | Chronological  |                     | 1979-1980            |
|      | MEDIA OF RECORDS   | FREQUENCY OF USE    |                      |
|      | Paper  | Negligible          |                      |
|      | OFFICE OF RECORD   | VOLUME (CUBIC FEET) | RATE OF ACCUMULATION |
|      | CRD  | 1 FILE FOLDER       | Negligible           |
|      | REMARKS  |                     |                      |

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|---|---------------------|----------------------|--|
| Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040002-7  |                     |                      |  |
| PREPARED BY   | EXTENSION           | DATE                 |  |
|   |                     | 27 November 1981     |  |
| OFFICE, DIVISION, BRANCH, SECTION   | CUSTODIAN           | LOCATION OF FILES    |  |
| DA/OIS/CRD  |                     | 322 Ames Building    |  |
| TITLE OF FILES  |                     |                      |  |
| History of CRD & Systematic Review  |                     |                      |  |
| DESCRIPTION   |                     |                      |  |
| Copies of documents which concern the requirements of E.O. 12065 and its predecessor, E.O. 11652, for a program to downgrade and declassify documents twenty years old or older. Also includes copies of documents regarding the creation of the Records Review Branch (now the Classification Review Division) to administer the Agency's program for the systematic review of its classified records. |                     |                      |  |
| FILING ARRANGEMENT  |                     | INCLUSIVE DATES      |  |
| Chronological   |                     | 1973-1979            |  |
| MEDIA OF RECORDS  |                     | FREQUENCY OF USE     |  |
| Paper   |                     | Negligible           |  |
| OFFICE OF RECORD  | VOLUME (CUBIC FEET) | RATE OF ACCUMULATION |  |
| CRD   | 1 FILE FOLDER       | Negligible           |  |
| REMARKS   |                     |                      |  |
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| STAT  | Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040002-7 |                                |  |
| STAT  | PREPARED BY<br>[REDACTED]  | EXTENSION<br>[REDACTED]        | DATE<br>27 November 1981               |
| STAT  | OFFICE, DIVISION, BRANCH, SECTION<br>DA/OIS/CRD                  | CUSTODIAN<br>[REDACTED]        | LOCATION OF FILES<br>322 Ames Building |
| TITLE OF FILES<br>Position Descriptions-CRD, CRG, and RRB   |  |                                |  |
| DESCRIPTION<br>Copies of documents which pertain to position descriptions for the Classification Review Division and its predecessor organizations. |  |                                |  |
| FILING ARRANGEMENT<br>Chronological   |  |                                | INCLUSIVE DATES<br>1977-Present        |
| MEDIA OF RECORDS<br>Paper   |  | FREQUENCY OF USE<br>Negligible |  |
| OFFICE OF RECORD<br>PMCD  | VOLUME (CUBIC FEET)<br>2 FILE FOLDERS                            |                                | RATE OF ACCUMULATION<br>Negligible     |
| REMARKS   |  |                                |  |